

Technology Advisory Committee (TAC)

General Meeting Minutes October 9, 2023, 2:30 p.m.

BECON 6600 SW Nova Dr., Davie 33317

Technology Advisory Committee web site: <http://browardschools.com/TAC>

1. Call to order 2:32 p.m.
2. Minutes of May, June, August and September 2023 were approved. John Perez, Beth-Anne Carr.
3. **Reminder - Ethics Training must be completed ([Talent Acquisition & Operations \(Non-Instructional\) / Committee Training Program & Resource Page \(browardschools.com\)](#)) – <https://www.browardschools.com/page/41329>**

Old Business -

- 1) **Officer election subcommittee follow-up** – nominations from the floor for *Recording Secretary*
- 2) **Finalsite** – (Current contract expires [June 2024](#))
 - i) Status of Finalsite migration (Finalsite is the company providing the district website and the school websites)- New contract with Finalsite is tentatively scheduled to go before the board in November.
 - b) **Follow-up** – Requested a copy of the contract before it goes to the School Board.
 - i) Policy 5306.1 PURPOSE: The Technology Advisory Committee (TAC) will:
Provide strategic input, advice, assistance and recommendations in the procurement of technology.
- 3) The new contract will be a consolidation of the existing contract with new features including ADA compliance, mobile communication and redesigned websites for the district and schools. Training will come along with it. There will be an advanced search feature included. Looking to take advantage of their custom template.
- 4) Looking for a smooth migration by June 2024.
- 5) The Web Governance Team will have information on it as well and be able to have some input and then then groups.
 - i) What data has the district collected from Blackboards learning management system? [How effective has Blackboard Mass Notification system been? How many teachers used Blackboard Teacher Messaging? How effective did they find it?](#)
 - (1) In the back end they do have a metrics and it is not the same as Google Analytics. Those metrics will be taken into consideration as we go through each of the different sites, each of the different channels to see if a channel is heavily visited.
 - (2) There are analytics, but not as extensive as Google.
- 6) Some schools do not realize that when you put the schools' calendar in SharePoint it does not migrate over to the school website. That it needs to be put in separately.
 - i) Currently schools will be able to work within the template to add different apps to their website
 1. And the same will be true when we transition to Finalsite, with additional flexibility.
 - ii) Advisories are having to pay for their websites. TAC wants to ensure that all advisories are part of having the ability to have a district website. TAC, Audit, BOC, Human Relations and Diversity currently have district websites.
- 7) People on advisories will have to be trained.
- 8) Follow-up – Timeline for advisories to migrate over to the district website.
 - a) Once the contract is signed a timeline should be developed.
 - b) Advisories will be responsible for updating their web page.
 - c) Form a subcommittee of advisory members to see what would meet their needs and a process.

Motion: We move that each advisory be given a web page and a timeline as to when advisories can transition to the district's platform. Made by Jacqui Luscombe, seconded by Eric Garner. Passed unanimously.

9) **Follow-up** - Review the Advisories and the link to their pages under Get Involved/advisories

10) **Status of migration from Virtustream (Dell) to Lemongrass** Expires May 17, 2026 – Migration was completed

11) STATUS - Student Information System – Focus

- i. Status of implementation – November 23rd the district is starting with the enrollment. Registration has stopped for all schools. Two to three individuals will be sent to the training. To received information on how to utilize the enrollment portion of the system. They are then going to train backups at their school site. In addition, we are going to be handing out of Flyers for the parent portal and the mobile app. It will be going live in November as well, and that is for incoming new students for the 24/25 school year or new students who do not have a P-number. Parents will be able to sign up for the parent portal and mobile app to go live sometime in January. The secondary scheduling will go live in April, elementary scheduling in April. [Status of implementation](#)
- ii. Messaging Software - Based on the current contract, district and school users will have the capability of creating and sharing announcements. Announcements can be released to certain profile populations and only certain staff types or only student to only certain staff types or to only students to allow for more targeted communication, teachers can create and send messages to all students' roster to them and single classes or by groups of students or by individual students. directly from within the focus. These messages appear on the portal interface or parent or the student and users will need to log into focus to view and respond as necessary.
 - a. Parents and students can also initiate messages to teachers that the student is actively rostered
 - b. A separate group can be created for clubs with a private roster.
 - c. Parents will need to be log in with their own id into FOCUS in order to get the messages. An email will be triggered to let them know they have to look for a message.
 - d. If a parent has multiple children, they will be linked to the parent login.
 - e. Current information from TERMS will be rolled over into FOCUS
 - f. Registrars will be part of the first round of training.
 - g. **Follow-up** –
 - (1) Can an external pop-up/text message be sent besides the email so the parent knows there is a message? Similar to an opt-in option to receive text messages.
 - (2) Will students have the ability to disable notification setting?
 - (3) Will the parent be able to upload the documents or will they still have to come in? (Children's medical records, driver's license, deed, rental agreement)
 - (4) How will parents report an absence?
 - (5) How will the Back-to-School forms be handled? Will it be a review of the information currently in the system with a check box to say nothing has changed?
 - (6) Continue to include SSS case management module on agenda. (Status, gap analysis, timeline, components, cost)

13. Status - Refresh program

- a. Survey closed on Friday. Survey had a 96% response.
- b. Funding is approved through the capital budget. Refresh was paused for 2023-2024. This time it will include instructional support staff which was not included in the past. This is for Window based devices.

- c. The specifications for devices were separated between laptops, desktops and deployment services. Reviewed the needs for standard devices used for general scope and use and specialty devices, depending on the need of a particular program.
- d. Currently there is an ITB for additional devices, not part of the refresh.
- e. **Follow-up** – The team is evaluating the survey's and should be able to provide the results for the next TAC meeting.

New Business

- i) ITB 24-232 School Reviews and Reputation Management was released. Page 7 specifies the requirements. This did not come before TAC.

Committee Concerns:

1. Students losing their saved settings on Minecraft. Options were provided, but may need further investigation.
2. Concern was raised about not having a P number to go on laptops for substitutes, in order for them to access Canvas and the curriculum. It was determined that substitutes that are provided by Kelly are given a P number and password. Further training may be required for the substitutes.
Follow-up - A few examples will be provided for further investigation. -
3. When the registrar goes in and clicks yes on the back-to-school forms, to transfer the information into Terms and Basis, the information isn't rolling over to basis under the BRS tab, it blinks and does not appear to have been approved. When the registrar goes back to the school form side, it shows it has been approved. It is not showing up on the grid for back-to-school, therefore it is unknown who actual completed their Code of Conduct.
Follow-up - IT will check on it.
4. Concern was raised about students are unable to access certain video homework components because they are using a MAC. Teachers, parents and students need to be provided instructions. Include instructions as part of the Canvas Book intro course. Teachers need to push out the video as an MP4

h. Adjourn 4:02

- i. Future Meeting Dates: *Default standard date/time: 2nd Monday of each month (except July) @2:30 – 4:30*
- j. November 13, 2023, 2:30 pm, TSSC Annex Lobby, 7770 Oakland Park Blvd., Sunrise 33351